



THE CITY OF EAST ORANGE

Job Posting

Job Title:	ZONING OFFICER	Job Category:	Classified
Department/Group:	Policy, Planning & Economic Development	Job Code	04338
Location:	City Hall, Third Floor	Travel Req'd	LOCAL
Level/Salary Range:	\$77,572.21 - \$ 90,605.07	Position Type:	Full-Time
HR Contact:	Michele Ralph-Rawls	Posting Period	06/7/2016 – 06/21/2016
Applications Accepted By:			
Fax or E-mail: 973-673-3172 Shatera.Smith@eastorange-nj.gov Attention: Zoning Officer		Mail: Shatera Smith Department of Human Resources The City of East Orange NJ 44 City Hall Plaza East Orange, NJ 07018	
Job Description			
<u>Role and Responsibilities</u> Reporting to the director of the Department of Policy, Planning, & Economic Development, the Zoning Officer, examines the working plans of proposed buildings for their compliance with state, county, and local zoning laws, ordinances, rules, and regulations and conducts field work to ensure compliance of zoning regulations; does related work as required.			
<u>Qualifications and Education Requirements</u> Three (3) years of experience in the preparation and revision of building construction plans and specifications or in the fulltime inspection and enforcement of zoning and/or building construction laws and regulations. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.			
<u>Preferred Skills</u> <ul style="list-style-type: none">• Examines working plans of proposed structures for compliance with state, county, and local zoning laws, ordinances, rules, and regulations. Reads and corrects final plans.• Consults with architects, owners, and contractors on compliance problems.• Conducts field inspections to ensure compliance with zoning regulations and applicable rules, and initiates appropriate enforcement actions against violators.• Knowledge of provisions of the local building code and zoning ordinance after a period of training.• Knowledge of the effective means of obtaining and maintaining proper liaison between municipal authorities and private contractors.• Ability to analyze and interpret the local zoning ordinance and other local ordinances that apply to buildings, and state and county laws, rules, regulations, and policies applicable to buildings, zoning, and sanitation.• Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.			